



YOUR REF : WC1495K
OUR REF : JW/0318/288

16 March 2018

AXA Insurance Singapore Pte Ltd
8 Shenton Way #27-01
Singapore 068811

Dear Sir

We are instructed by **Woodlands Transport Service Pte Ltd** to notify you of a road traffic accident on **14/03/2018** at about **22:20hrs** at **Marina East (Ford Road)** involving our client's/customer's vehicle registration number **WC1525.H** and vehicle registration number **WC1495K** driven by you at the material time.

As a result of the accident, our client's /customer's vehicle has been damaged. Before our client/we proceed to repair the damaged vehicle, please let us know within 2 working days of your receipt of this notice whether you or your insurer would like to conduct a pre-repair survey of the vehicle. If we do not receive any reply from you within the stipulated timeline, our client/we shall proceed to repair the vehicle without further reference to you.

Please send your surveyor to our premises at **No. 8 Gul Circle, Singapore 629564**.

Please contact **Mr Chan at Tel: 6559 8984** for an appointment to view the vehicle.

For your immediate attention and action, please.

Thank you.

Yours faithfully,

Kenji Lee
Claims Department

Direct Line : (65) 6559 8954
Facsimile : (65) 6898 2394
Email : kenjilee@woodlandstransport.com.sg